Outlook® WinDock™

Window Version of Docking

Operation Manual

Rx Only

B BRAUN
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Introduction

Outlook® WinDock™ is a Windows-based interface between a PC and a supported B.Braun pump that allows the Biomedical Professional to receive or transmit configuration data via a serial communication or an infrared link.

Outlook® WinDock also allows the Biomedical Professional to retrieve operation and alarm logs from the Outlook® and Horizon pumps. These logs are placed in a file whose name is derived from the serial number of the device.

Note: Configuration files from different B.Braun pumps and software revisions may not be compatible.

Use the following easy steps to configure pumps:

Step 1. Install Outlook® WinDock™ on a computer (See Chapter 1 – Installation),

Step 2. Connect the WinDock Biomed Box to the pump. (See Chapter 1 – Installation)

Step 3. Configure the Communication Port, if necessary (See Chapter 1 – Installation)

Step 4. Configure a pump manually (See Chapter 2 – Manual Configuration of a Pump),

Step 5. Capture configuration from "golden" (standard) pump (See How to Capture a Pump Configuration, Chapter 3)

Step 6. Transmit the "Configuration File" (See How to Send a Pump Configuration, Chapter 3)

Read this Manual before using the Outlook® WinDock™ software. The user should become familiar with the proper use of the software and the supported pump's operation. Refer to the appropriate pump Operation Manual for complete directions for pump use.

For technical assistance, call

B.Braun
(800)-627-PUMP
pumps@bbmus.com

Distributed by:

B.Braun Medical Inc.
1601 Wallace Drive, Suite 150
Carrollton, TX 75006

Chapter 1 – Installation

Computer System Requirements

Operating System:	Windows® 98, 2000, NT, ME or XP
CPU:	Pentium
Disk:	5 MB free before installation of WinDock
Video:	VGA with color monitor
Ports:	1 standard IBM-PC serial port available
Printer: (optional)	Any standard Windows® printer device

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WinDock™ Installation Process

To install the program on a hard drive:

Step 1. Insert the Outlook® WinDock™ installation disk into the PC's floppy drive.

Step 2. Select the Setup.exe file for installation using one of the following methods

a. Using the *Windows Run Command* option
   - Click **Start** > **Run**,
   - Enter *A:\setup.exe* in the field provided
   - Click **OK**

b. Using *Windows Add Remove Programs* option
   - Click **Start** > **Control Panel**,
   - Double-click **Add Remove Programs**
   - Double-click **Add New Programs**
   - Click **CD or Floppy**
   - Follow the on-screen instructions to install the *setup.exe* file

c. Using *Windows Explorer* option
   - Click **Start** > **Windows Explorer** or **My Computer**,
   - Navigate to the A:\ drive (or location of the Outlook® WinDock™ files)
   - Double-click **setup.exe**

During the installation process the screens that follow installation option screens will be displayed. Follow the instructions listed after each figure to complete the installation of Outlook® WinDock™.

Note: The installation process can be exited at any time during the configuration by clicking **Cancel** on the bottom of the installation page, then confirming the **Exit Setup** option. If the procedure is cancelled, no file installation will have been made.

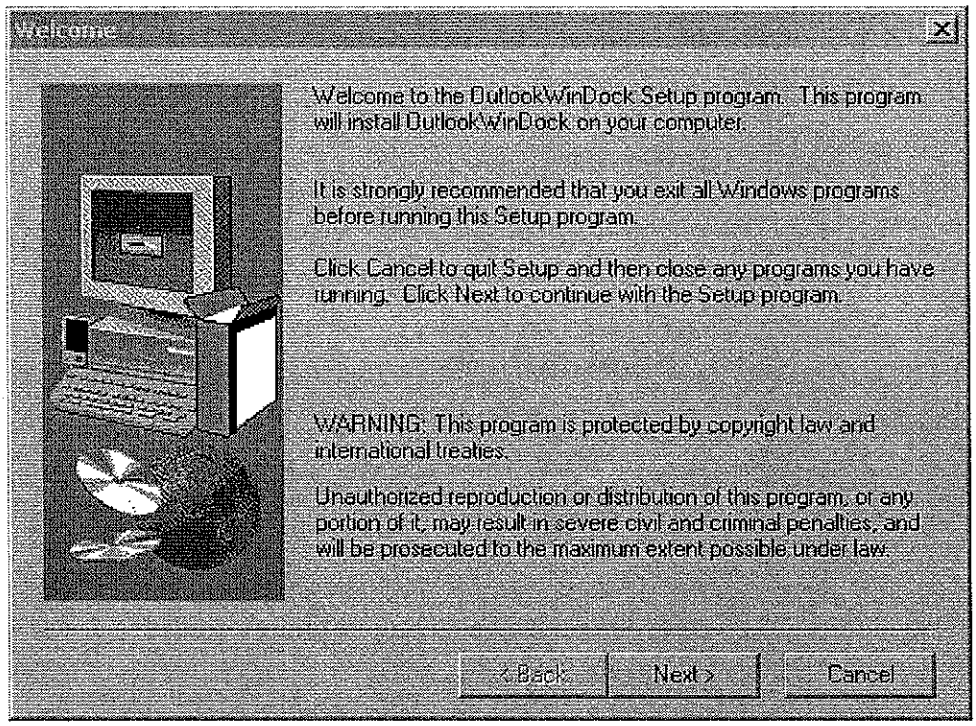
Welcome
Welcome to the DutlookWinDock Setup program. This program will install DutlookWinDock on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup program.
Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
< Back
Next >
Cancel

Figure 1: Welcome Screen

Step 3. Click **Next** to continue to the *User Information* screen.

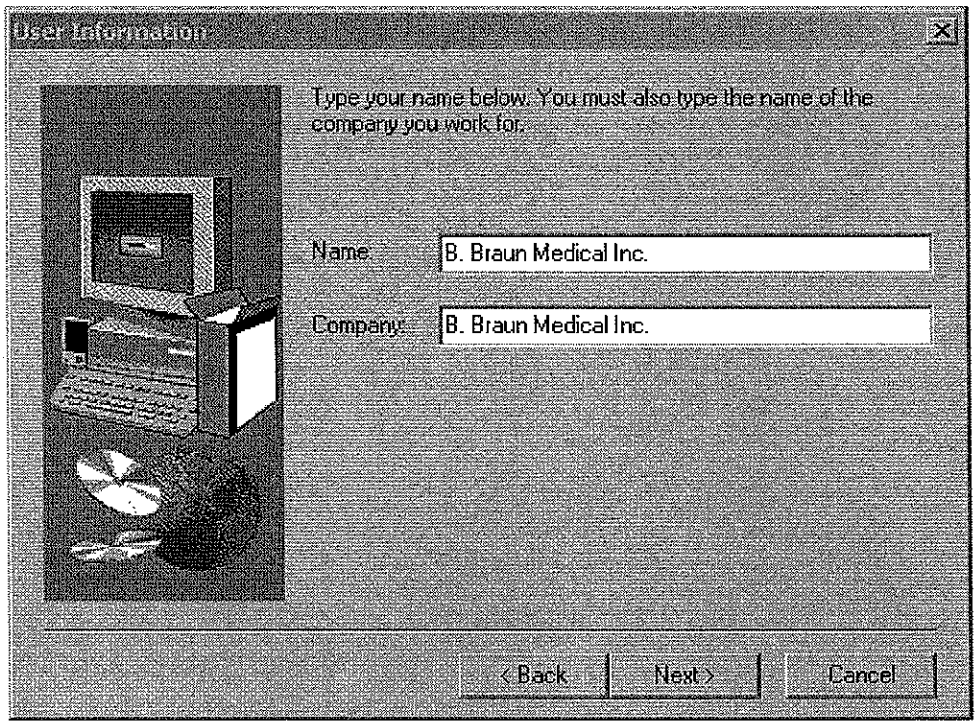
User Information
Type your name below. You must also type the name of the company you work for.
Name:
B. Braun Medical Inc.
Company:
B. Braun Medical Inc.
< Back
Next >
Cancel

Figure 2: User Information Screen

Step 4. Enter the following information in the fields provided:

a. Name

b. Company

Step 5. Click **Next** to continue to the *Choose Destination Location* screen.

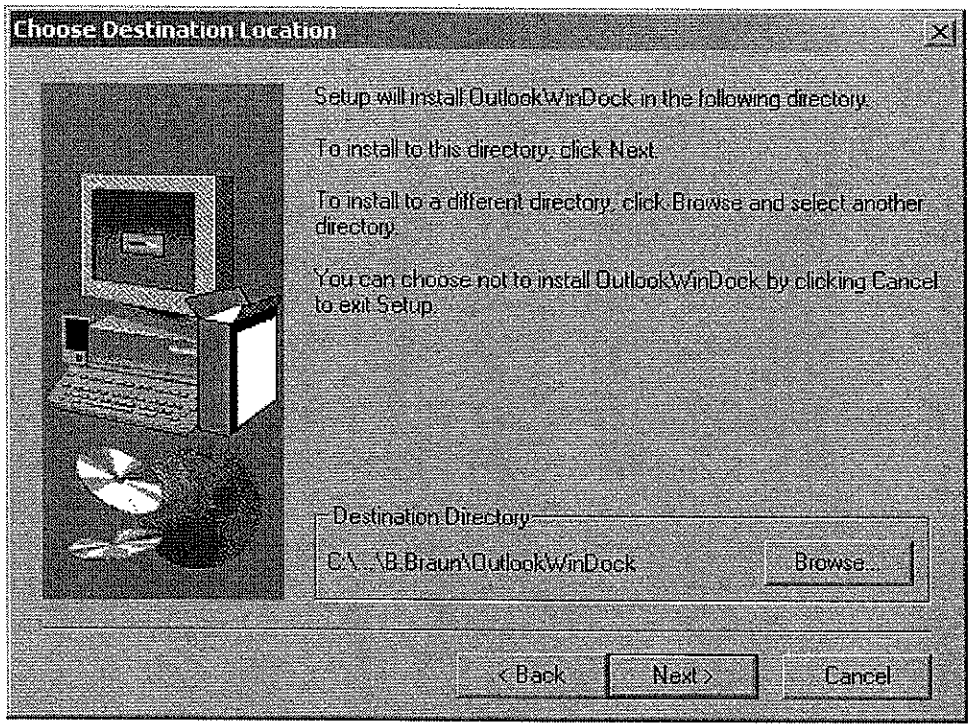
Choose Destination Location
Setup will install OutlookWinDock in the following directory.
To install to this directory, click Next.
To install to a different directory, click Browse and select another directory.
You can choose not to install OutlookWinDock by clicking Cancel to exit Setup.
Destination Directory
C:\...\B.Braun\OutlookWinDock
Browse...
< Back
Next >
Cancel

Figure 3: Choose Destination Location Screen

Step 6. Select a Destination Directory for the Outlook® WinDock™ installation.

a. If the default directory is acceptable, proceed to Step 7.

b. To change the destination directory:

- Click Browse
- Navigate to the desired directory
- Click OK to confirm the new destination directory
- Continue to Step 7.

Step 7. Click **Next** to continue to the *Select Program Folder* screen.

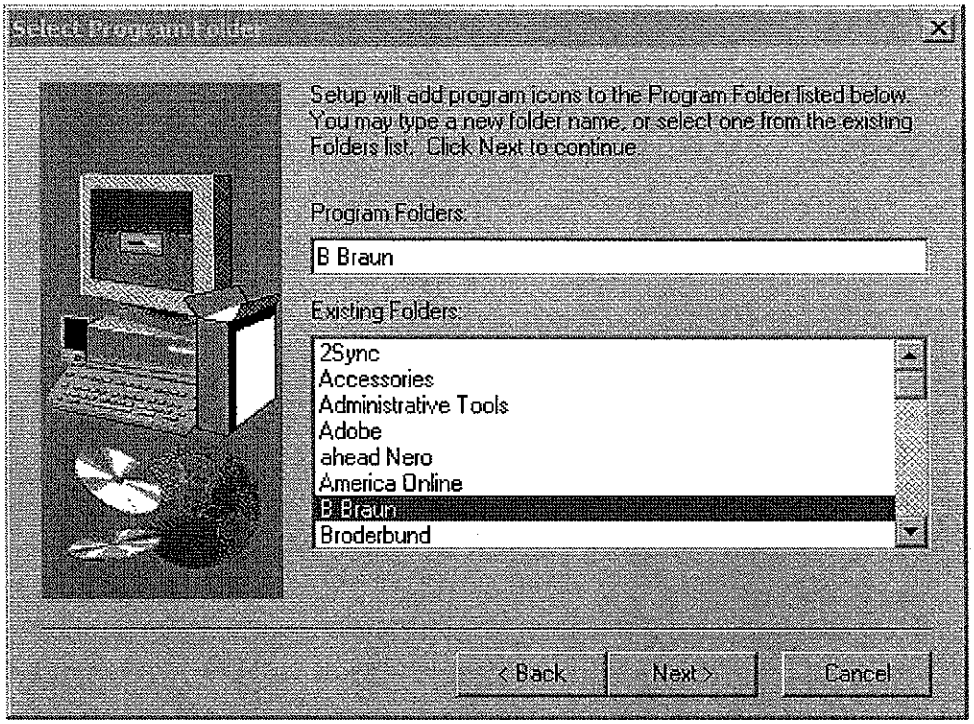

Figure 4: Select Program Folder Screen

Step 8. Select a Program Folder for the Outlook® WinDock™ application.

a. If the default Program Folder is acceptable, proceed to Step 9.

b. To change the Program Folder:

- Use the scroll bar to select from existing Program Folder, or
- Create a new Program Folder name in the space provided
- Continue to Step 9.

Step 9. Click **Next** to continue to the *Start Copying Files* screen.

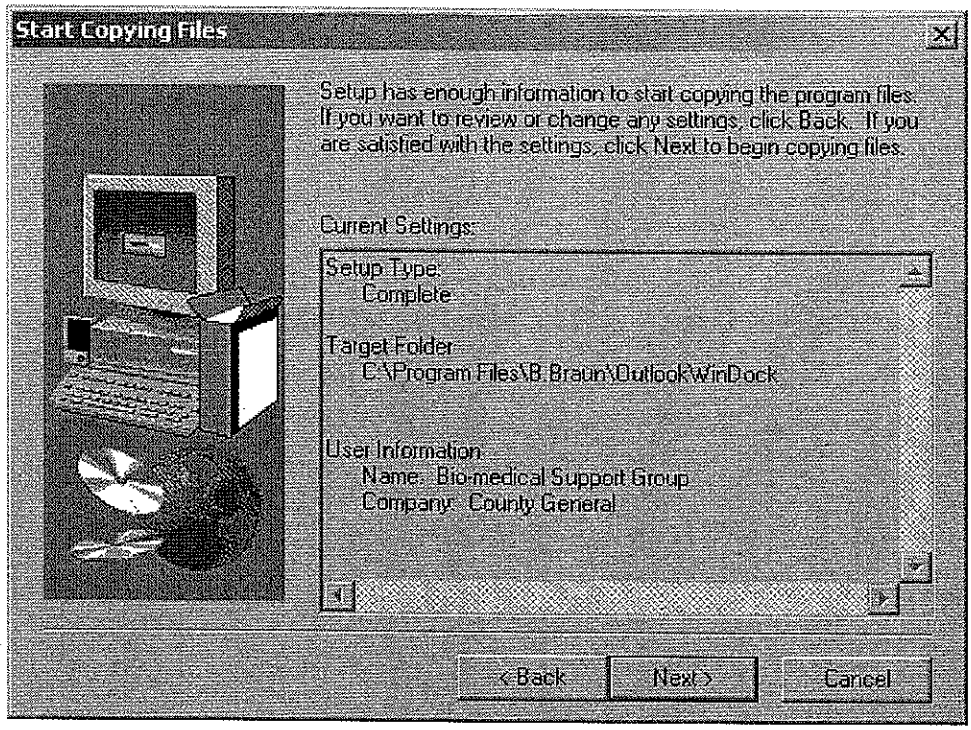
Start Copying Files
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
Setup Type:
Complete
Target Folder:
C:\Program Files\B Braun\Outlook\WinDock
User Information:
Name: Bio-medical Support Group
Company: County General
< Back
Next >
Cancel

Figure 5: Start Copying Files Screen

Step 10. Verify the Current Settings information is correct

a. If desired, to change a setting click **Back** to return to the applicable installation option screen

Step 11. Click **Next** to begin the Setup

The installation process will now install the Outlook® WinDock™ application:

- A Status bar updates to indicate percent complete

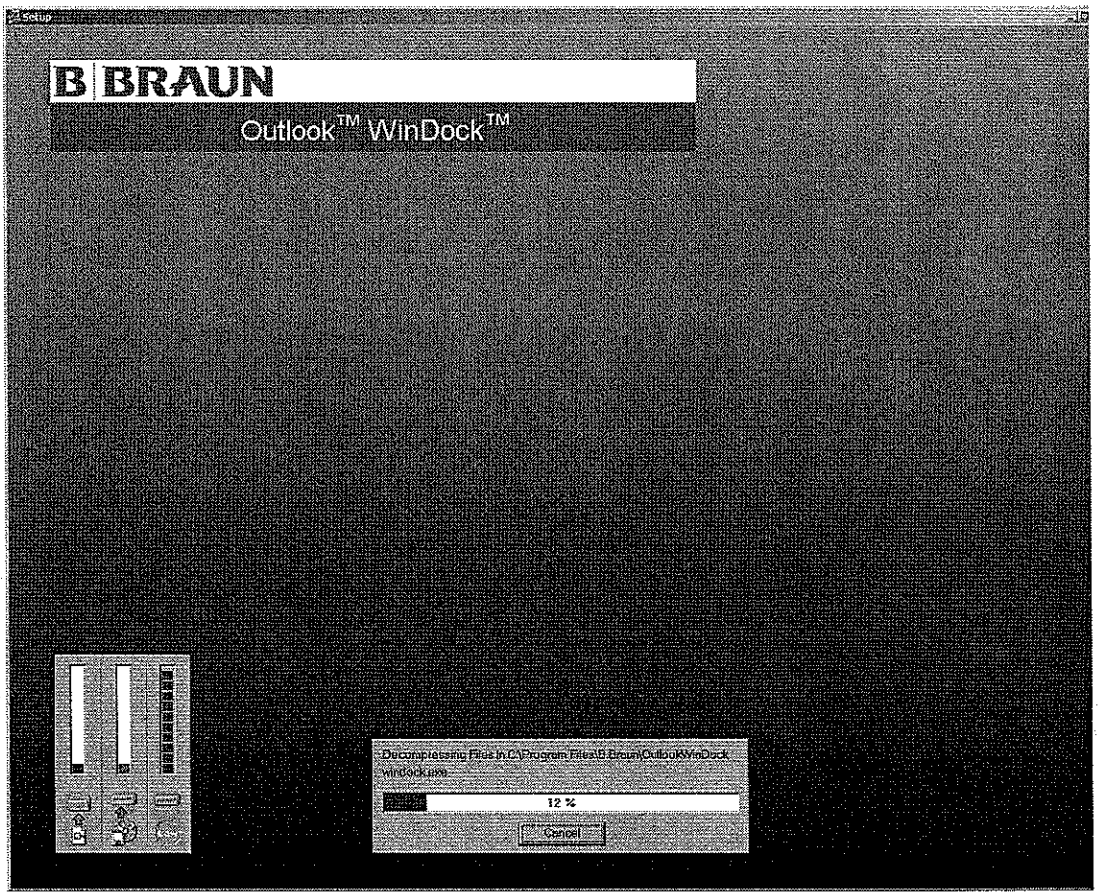

Figure 6: Setup Screen

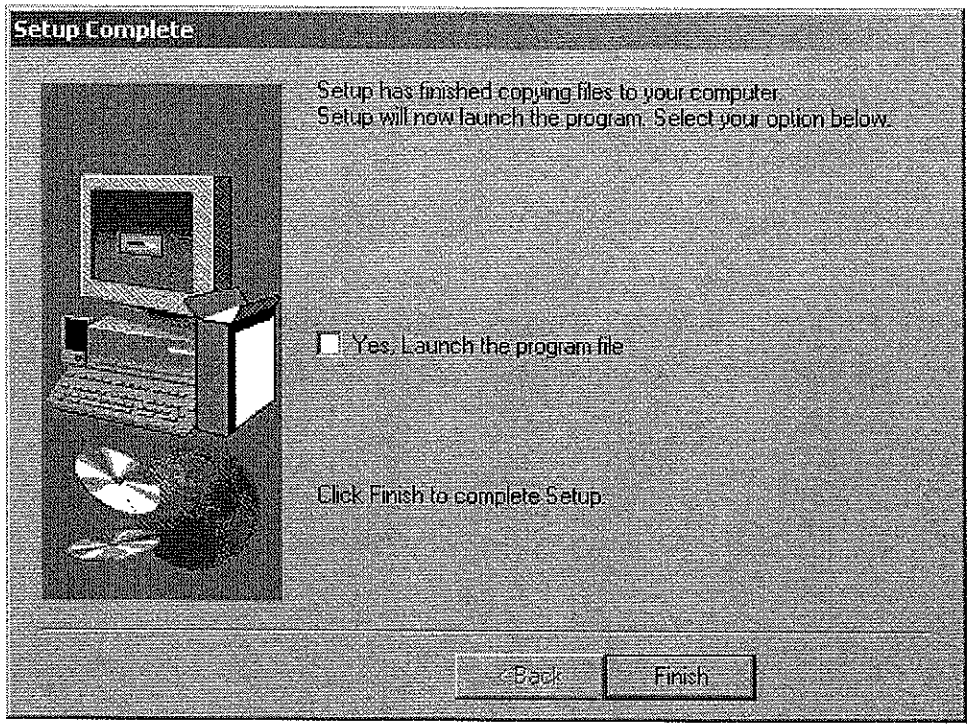
Setup Complete
Setup has finished copying files to your computer.
Setup will now launch the program. Select your option below.
Yes, Launch the program file
Click Finish to complete Setup.
Back
Finish

Figure 7: Setup Complete Screen

When all files have been copied, the Setup Complete screen is displayed:

Step 12. **Optional**, click **Yes, Launch the program file**, to launch Outlook® WinDock™ when **Finish** is selected.

Step 13. Click **Finish**.

Connect the Windock™ Biomed Box to the Pump

For Outlook® Pump

Step 1. If required, power-down the pump by pressing the POWER key on the front of the pump.

Step 2. Remove AC power from the pump by disconnecting the AC power cord from the service outlet.

Step 3. Connect the Biomed box to the Db-9 connector of the pump.

Step 4. Connect the RS-232 cable to the serial communications port of the PC (configured in Configure Communication Port)

For Horizon® and Horizon® NXT Pumps

Step 1. Clamp the IR-communication box to the back of the pump.

Step 2. Connect the RS-232 cable to the serial communications port of the PC (configured in Configure Communication Port).

Configure Communication Port

The Outlook® WinDock™ application communicates with the pump via a serial communication port. Prior to using the application, the communication port must be configured. This section will identify the process to configure a default serial communications port.

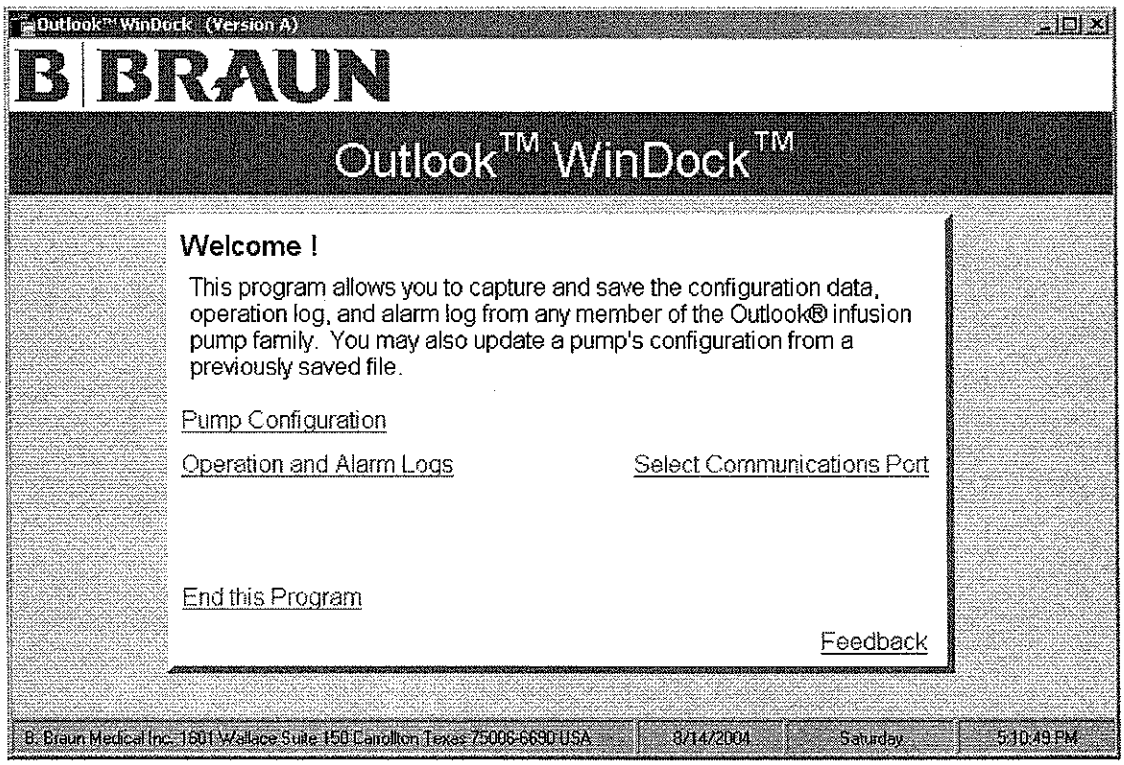
Outlook™ WinDock (Version A)
B BRAUN
Outlook™ WinDock™
Welcome !
This program allows you to capture and save the configuration data, operation log, and alarm log from any member of the Outlook® infusion pump family. You may also update a pump's configuration from a previously saved file.
Pump Configuration
Operation and Alarm Logs
Select Communications Port
End this Program
Feedback
B. Braun Medical Inc. 1601 Wallace Suite 150 Carrollton Texas 75006-6690 USA
8/14/2004
Saturday
5:10:49 PM

Figure 8: Main Menu

From the Main Menu:

Step 1. Click Select Communications Port

The *Select Communications Port* page is displayed.

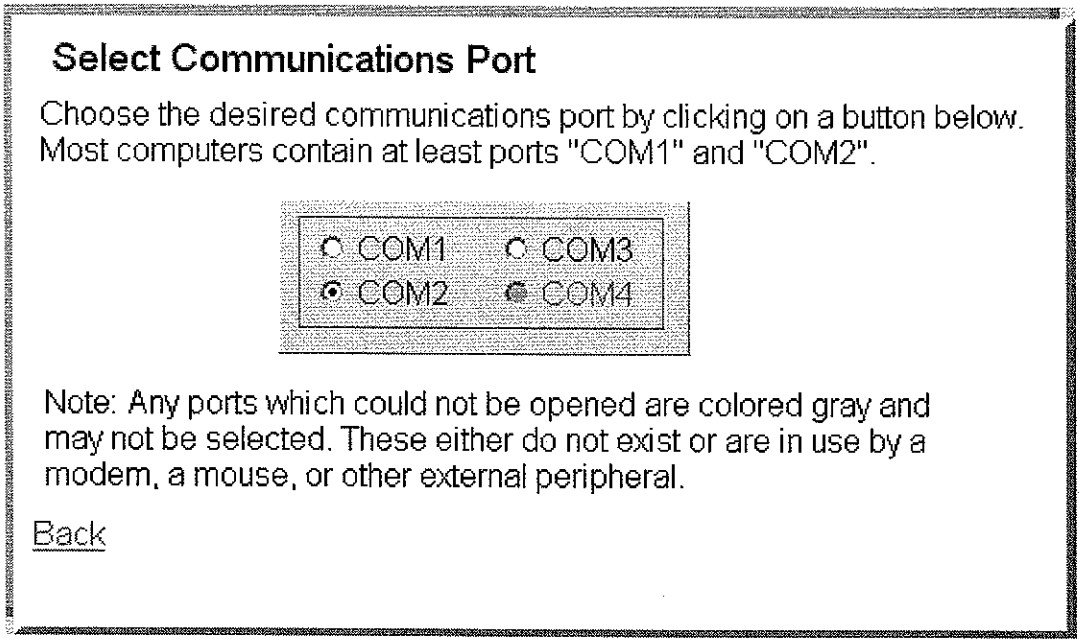
Select Communications Port
Choose the desired communications port by clicking on a button below.
Most computers contain at least ports "COM1" and "COM2".
COM1
COM3
COM2
COM4
Note: Any ports which could not be opened are colored gray and may not be selected. These either do not exist or are in use by a modem, a mouse, or other external peripheral.
Back

Figure 9: Select Communication Port Screen

Note: Non-available ports will be grayed-out and unavailable for selection.

Step 2. Click the **Radio Button** for the desired COM port
(A black dot appears next to the port selected to be active)

Step 3. Click **Back** to confirm the selection and return to Main Menu

Note: If the selected communication port is a serial device configured as a serial device, the following pop-up message will be displayed when **Back** is selected.

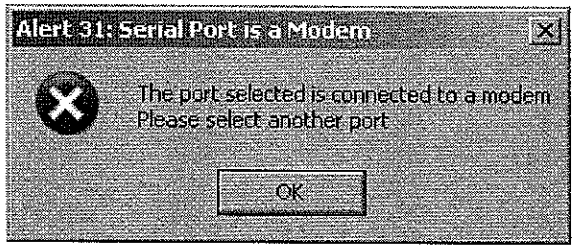

Figure 10: Serial Port Conflict Pop-up Box

Chapter 2 – Manual Configuration of a Pump

The Outlook® and Horizon® family of pumps can be customized to fit the specific needs of each hospital. Each pump's Biomedical Menu contains the configuration options for the user interface. A variety of options may be activated in either the Main or Alternate Menu.

Accessing the Pump's Biomed Menu

Many of the pump's configurable options are enabled from or configured within the Biomed Menu.
To access the Biomed Menu, perform the following steps on the pump:

Step 1. If required, press **HOLD** to place the pump in the Hold State.

Step 2. Press **MENU**

Step 3. Press the **CURSOR** keys to highlight the *Alternate Menu* option

Step 4. Press **ENTER**

Step 5. Press the **Cursor** keys to highlight *Biomed Options*

Step 6. Press **ENTER**

Step 7. Enter the Biomed Security Code. See Biomed Security Code on pg. 12.

Biomed Security Code

The security code works by pressing the Primary Volume to be Delivered keys in the proper sequence. The security number is created randomly each time the screen is shown.

Press the + keys under the 'Volume to be Delivered' numeric display to display "1111." Each key is pressed only one time. Do not use the tenth key.

Note: The user is allowed three (3) attempts to enter the correct security code before the pump is returned to the menu state.

Examples:

The correct sequence for "3421" is:
Press the + key under the Volume to be Delivered in the following sequence

- One 1st
- Ten 2nd
- Thousand 3rd
- Hundred 4th

The correct sequence for "2413" is:

Press the + key under the Volume to be Delivered in the following sequence

- Tens 1st
- Thousand 2nd
- One 3rd
- Hundred 4th

How to Enter Configuration Information Manually on pump

Enter the Biomed Menu by following the steps in "Accessing the Pump's Biomed Menu" (pg. 12).

Configure Menus

From the Biomed Menu:

Step 1. Press the **Cursor** keys to highlight *Configure Menus*

Step 2. Press **Enter**

Step 3. Press **Enter** again

A list of items appears

Step 4. Press the right and left **Cursor** keys to select the appropriate choice of Alternate Menu, Main Menu or Disabled for each item

Step 5. Press up and down **Cursor** keys to scroll through the list of items

Step 6. Press **Enter** to return to Biomed Menu

Default Occlusion Limit

From the Biomed Menu:

Step 1. Press Cursor keys to highlight *Default Occlusion Limit*

Step 2. Press **Enter**

A list of items appears

Step 3. Select from the following options

Step 4. Use the **Cursor Up** key to highlight *Retain Last Setting* or

Step 5. Press the + or - keys to change fixed value

Note: The Factory Default value is set to 300mmHg.

Step 6. Press **Enter** to return to Biomed Menu

DoseScan™ Options

Note: This parameter is not supported on all pumps.

From the Biomed Menu:

Step 1. Press **Cursor** keys to highlight *DoseScan Options*

Step 2. Press **Enter**

A list of items appears

Step 3. Press the **up** and **down Cursor** keys to toggle between the

- Authorized User ID scan,
- Patient ID scan, and
- DoseGuard Matching option

Step 4. Press the **right** and **left Cursor** keys to toggle the desired setting for the highlighted option:

- YES (ON) or
- NO (OFF)

Step 5. Press **Enter** to return to Biomed Menu

Audible Signal Options

From the Biomed Menu:

Step 1. Press **Cursor** keys to select *Audible Signal Options*

Step 2. Press **Enter**

A list of items appears

Step 3. Press the **right** and **left Cursor** keys to toggle the desired setting

- Y (yes) or
- N (no)

Step 4. Press **up** and **down Cursor** keys to move through the list of items

Step 5. Press **Enter** to return to Biomed Menu

Review Time and Date

From the Biomed Menu:

Step 1. Press **Cursor** keys to highlight *Review Time & Date*

Step 2. Press **Enter** to select the option

Step 3. Use **up** and **down Cursor** keys to highlight appropriate fields

Step 4. Use + and - keys below numeric display on LEDs to enter correct data

Step 5. Press **Enter** to return to Biomed Menu

Set Up Drug Lists

From the Biomed Menu:

Step 1. Press **Cursor** keys to highlight *Set Up Drug Lists*

Step 2. Press **Enter**

Under each of the 6 separate Drug List headings i.e. ICU/CCU, MedSurg, etc. the drugs and drug concentrations will be configured from a worksheet completed by the hospital

Step 3. Press the **Cursor** keys to highlight a Drug List to which drugs/concentrations will be assigned

Step 4. Press **Enter**

An alphabetical listing of drugs appears

Step 5. Press the Cursor keys to highlight the drug to be placed in the Drug List.

Step 6. Use right and left Cursor keys to select **Y** (yes)

a. Press **Enter**

- If N (no), the system will advance to the next drug on the list

b. Enter the appropriate default concentration values.

- Use the Cursor keys to move through the fields on the screen.

Example: Heparin

25,000 units in 500 ml
20,000 units in 500 ml

c. Use the **Cursor** keys to move to the DoseGuard™ fields.

- Press the **Data** Keys to enter MIN and MAX values

d. Press **Enter** to return to the list

Step 7. Repeat Steps 3 through 6 for all Drug List headings as required

Step 8. After all headings are complete, use **Cursor** keys to highlight **Exit**

Step 9. Press **Enter**

Monitor Docking

Note: This option is not available on the Outlook® family of pumps.

Note: Monitor Docking must be disabled.

From the Biomed Menu:

Step 1. Press **Cursor** keys to select *Monitor Docking*

Step 2. Press **Enter**

Step 3. Use **up** and **down Cursor** keys to highlight *Disable*

Step 4. Press **Enter**

Set Factory Defaults

Note: It is important to Load Factory Defaults before configuring a pump in order to avoid corrupt data.

From the Biomed Menu:

Step 5. Press **Cursor** keys to select *Load Factory Defaults*

Step 6. Press **Enter**

Step 7. Press **Cursor** keys to highlight *Yes*

Step 8. Press **Enter**

Step 9. Press **POWER** to turn the pump off and then on again

Chapter 3 – Working with Configuration Files

Outlook® WinDock™ allows the Biomedical Professional to capture a configuration file from a previously configured "golden" pump and send that same configuration file to additional pumps thus allowing simple and quick configuration of multiple pumps.

Note: Only configuration files from compatible pumps can be used to configure additional pumps; i.e. Outlook® 200 to Outlook® 200, Horizon Nxt to Horizon Nxt.

How to Capture a Pump Configuration

Note: The data files used to configure pumps have a file extension of .hcf (Hospital Configuration File).

Setting Up the Pump

Step 1. Access the Biomed Menu. (See "Accessing the Pump's Biomed Menu" on pg. 12)

Step 2. Press **Cursor** keys to select *Set Options via PC*

Step 3. Press **Enter**

The Status on pump LCD graphic display should be IDLE

Note: An overview of the steps required to access the Biomed Menu are provided on the **Setting up Pump for these Operations** screen. This screen can be accessed from the Main Menu by:

Step 1. Clicking **Pump Configuration** from Main Menu

Step 2. Clicking **Setting Up Pump for these Operations** from Pump Configuration Menu

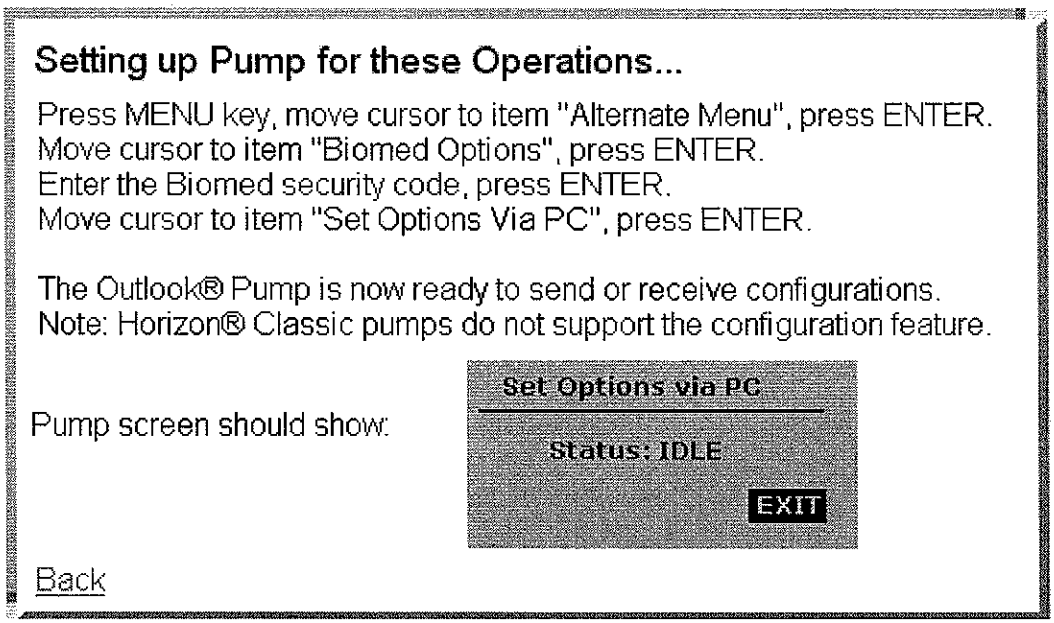
Setting up Pump for these Operations...
Press MENU key, move cursor to item "Alternate Menu", press ENTER.
Move cursor to item "Biomed Options", press ENTER.
Enter the Biomed security code, press ENTER.
Move cursor to item "Set Options Via PC", press ENTER.
The Outlook® Pump is now ready to send or receive configurations.
Note: Horizon® Classic pumps do not support the configuration feature.
Pump screen should show:
Set Options via PC
Status: IDLE
EXIT
Back

Figure 11: Setting up Pump for these Options Page

Setting Up the Outlook® WinDock™ Program

From the Main Menu:

Step 1. Click Pump Configuration

The Pump Configuration screen is displayed

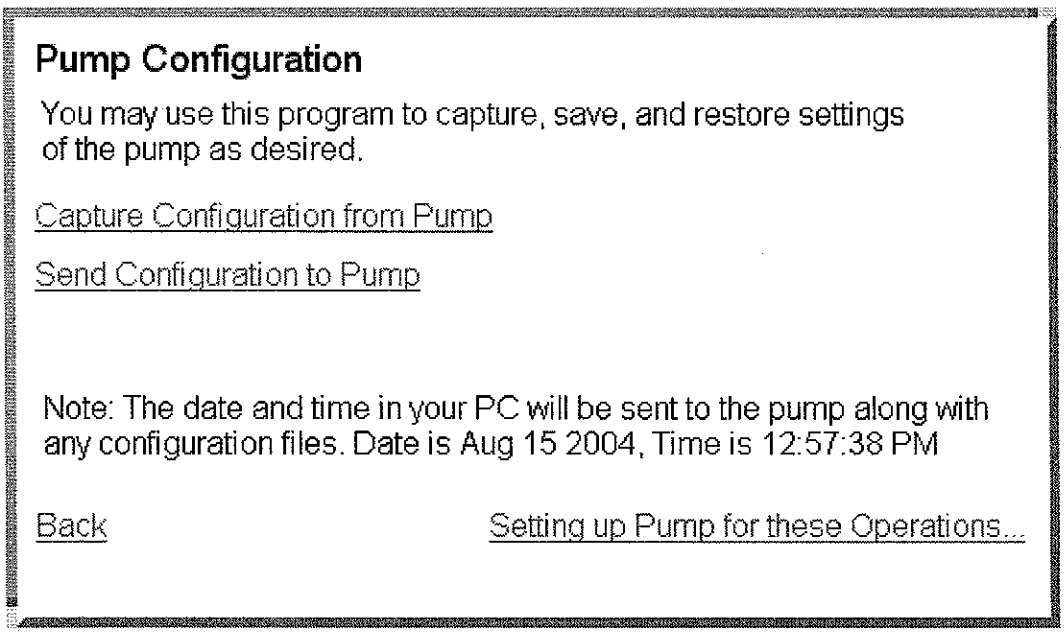
Pump Configuration
You may use this program to capture, save, and restore settings of the pump as desired.
Capture Configuration from Pump
Send Configuration to Pump
Note: The date and time in your PC will be sent to the pump along with any configuration files. Date is Aug 15 2004, Time is 12:57:38 PM
Back
Setting up Pump for these Operations...

Figure 12: Pump Configuration Page

Step 2. Click Capture Configuration from Pump

A dialog box will be displayed to allow the file name and location to be specified.

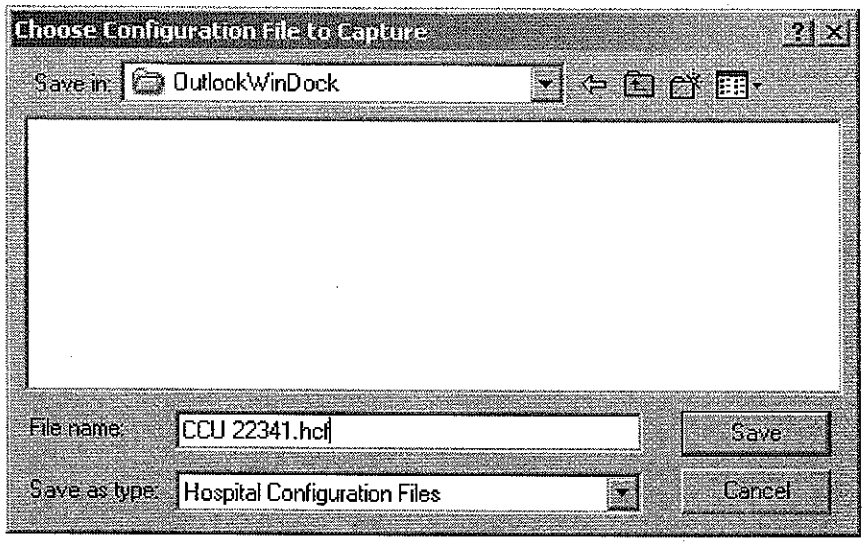

Figure 13: Choose Configuration File to Capture Dialog Box

Step 3. Enter a **name** for the configuration file

Note: The data files used to configure pumps have a file extension of .hcf (Hospital Configuration File).

Step 4. Click **Save**

Note: The following pop-up box will appear if cable connection is incorrect, serial port selection is incorrect, or if the pump is not in "Set Options via PC".

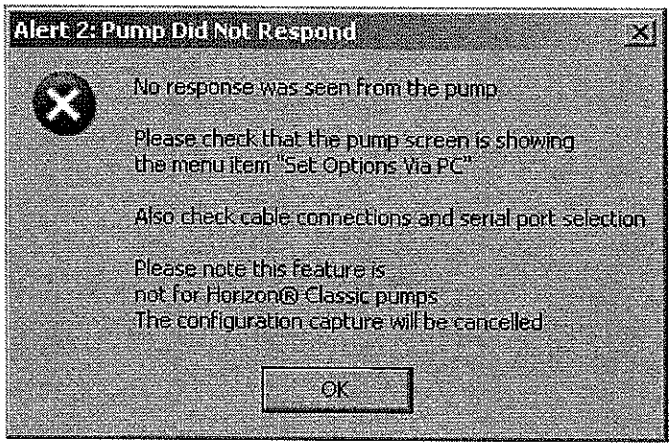
Alert 2: Pump Did Not Respond
No response was seen from the pump
Please check that the pump screen is showing the menu item "Set Options via PC"
Also check cable connections and serial port selection
Please note this feature is not for Horizon® Classic pumps
The configuration capture will be cancelled
OK

Figure 14: Warning Pop-up Box

To clear the message and correct the error condition:

Step 5. Click **OK**

Step 6. Correct the problem by:

- configuring pump to Set Options Via PC
- checking cable connections
- checking serial port selection
- pump is not a Horizon® classic

Green lights blink during the configuration capture and the status bar updates to indicate the percent of completion. The status on the pump LCD changes from IDLE to SENDING.

A confirmation screen appears when configuration capture is complete. Click OK.

The version number, a unique check sum for that file configuration, the number of records transferred and End Record are displayed.

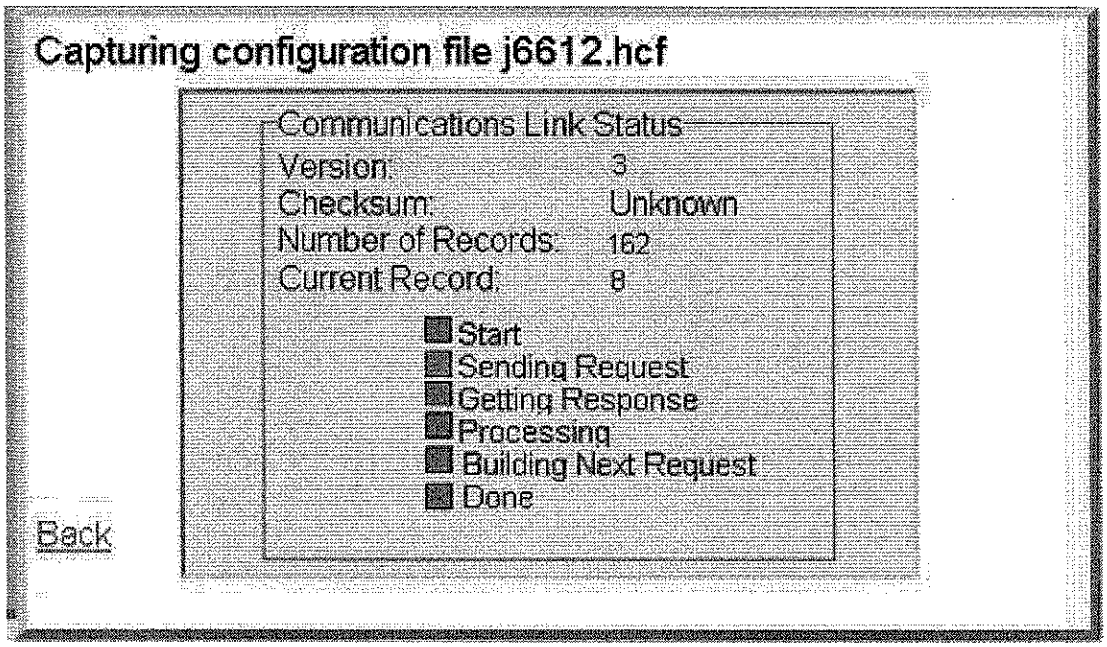

Figure 15: Capturing Configuration Page

How to Send a Pump Configuration

Sending a configuration to a pump, also called "docking the pump," allows the selected configuration file to be downloaded to the pump.

Setting Up the Pump

Note: It is important to Load Factory Defaults prior to sending a configuration file in order to avoid data corruption..

Step 1. Access the Biomed Menu. (See "Accessing the Pump's Biomed Menu" on pg. 12)

Step 2. Press **Cursor** keys to highlight *Load Factory Defaults*

Step 3. Press **Enter**

Step 4. Press **Cursor** key to move highlight to "*Yes*"

Step 5. Press **Enter**

Step 6. Press **Power** to turn the pump off and then on again

Step 7. Access the Biomed Menu

Step 8. Press the **Cursor** keys to highlight *Set Options via PC*

Step 9. Press **Enter**

Status on Pump LCD graphic display should be *IDLE*

Setting Up the WinDock Program

From the Main Menu:

Step 1. Click Pump Configuration

The Pump Configuration screen is displayed

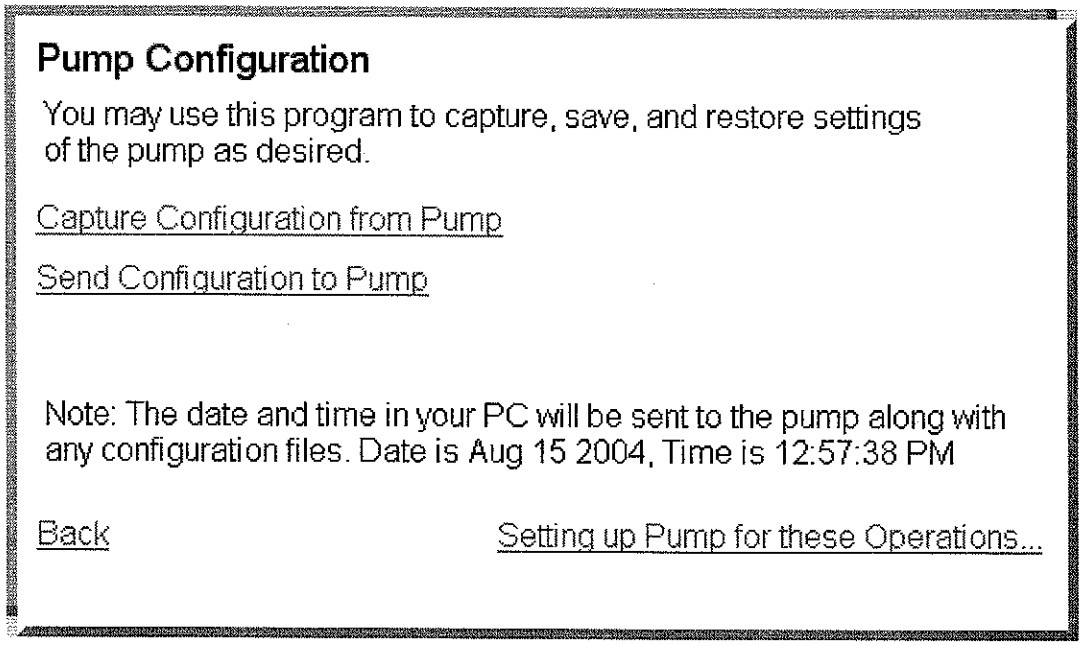
Pump Configuration
You may use this program to capture, save, and restore settings of the pump as desired.
Capture Configuration from Pump
Send Configuration to Pump
Note: The date and time in your PC will be sent to the pump along with any configuration files. Date is Aug 15 2004, Time is 12:57:38 PM
Back
Setting up Pump for these Operations...

Figure 16: Pump Configuration Page

Step 2. Click **Send Configuration to Pump**

A dialog box will be displayed to allow the file name and location to be specified.

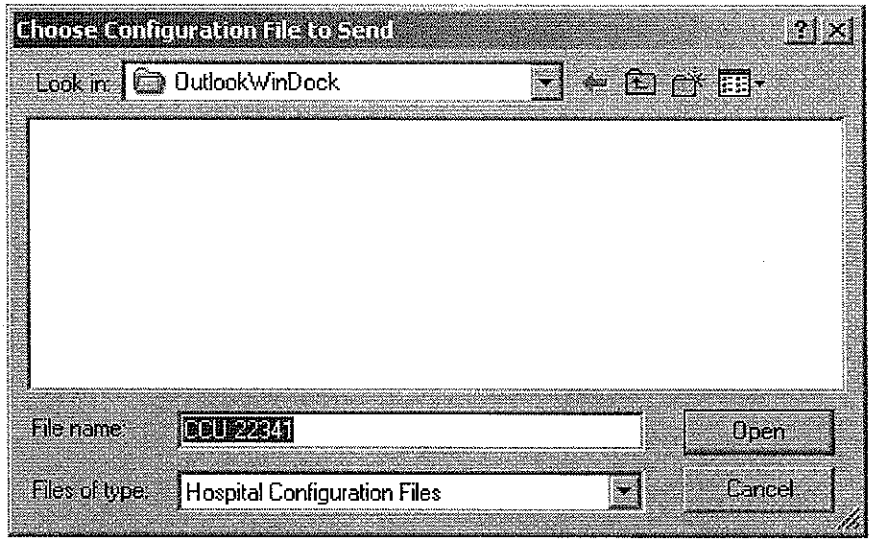

Figure 17: Choose Configuration File to Send Dialog Box

Step 3. Select correct **file** to be downloaded

Step 4. Click **Open**.

Green lights blink and the status bar updates to indicate percent completed. The number of records indicates the expected total and the current record increments up during sending as

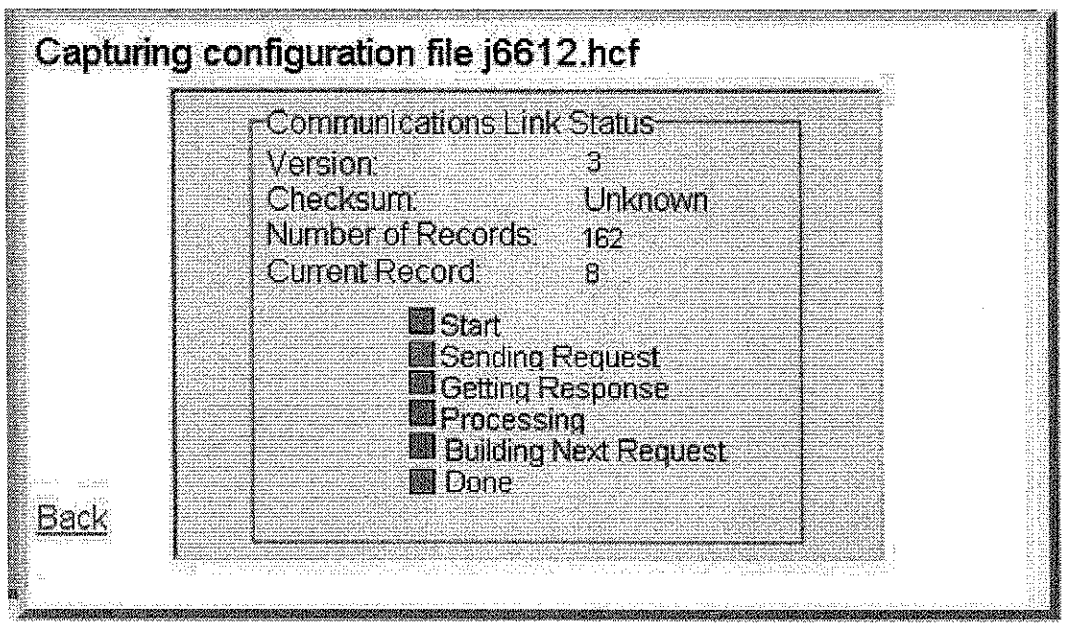

Figure 18: Sending Configuration File Page

The status on the pump LCD graphic display changes from *IDLE* to *RECEIVING*.

Note: The version number, a unique check sum for that file configuration, the number of records transferred, and End Record are displayed.

Step 5. C

Step 6. Click **Open**..

Chapter 4 - Operation and Alarm Logs

Operation Logs can be a useful tool for troubleshooting pump events. The unique feature of the log is that each time an event is stored in the log it is time and date stamped. The operation log will hold 255 entries (32 bytes each). The file size on the PC will be approximately 55 kilobytes once downloaded. It is estimated that under normal use, the Operation Log will store approximately one month's worth of information. The length of time it takes to fill the log depends upon how frequently the controls of the pump are manipulated.

Once the log is filled the oldest event will be discarded and the new event will be appended to the end of the list, in a First In First Out (FIFO) fashion. A tremendous amount of information exists in the logs. Once familiar with the logs, the logs will become an invaluable diagnostic and troubleshooting tool. See the appropriate Horizon Service Manual for explanation of symbols.

If you download the logs on a regular basis and wish to save this information for future reference, a tremendous amount of disk space can be saved if you use a file compression utility. Without compression you will only be able to store approximately 200 operation logs per 10 Megabytes of disk space. File compression can reduce the amount of disk space required by approximately 85%, from 10 Megabytes down to 1.5 Megabytes. Please keep in mind that a certain amount of risk is involved when you alter the files and B.Braun will not be responsible or liable for the loss or corruption of data.

The Alarm log is similar to the Operation log in many ways, the primary difference being that it stores the last 255 alarms instead of operations and therefore will hold approximately 3-4 months of alarm history. The Alarm log is useful for giving a quick look at the alarm history versus having to wade through all of the user operations.